

## Request for Information Policy:

Pursuant to Montana Code Annotated 7-1-4144 and the Constitution of the State of Montana, specifically Article II section 9:

Ravalli County Board of County Commissioners does hereby adopt this policy for processing requests for public information and documentation.

All information or documentation will be requested in writing. These requests may be received in person or by electronic means. The receipt of such a request will be acknowledged by the office of the County Commissioners, after which, a response will be provided within 10 working days.

Information requested may be provided in a number of ways. A question may simply be answered by a commissioner or county employee in writing via email or printed document as per the petitioner's request. Requests requiring documentation may be provided in written form by any convenient means, electronic or physical, provided that staff is able to achieve it in a reasonable period of time. For example: a 300 page environmental assessment will not be unbound and scanned in order comply with a request. Such a document may be provided for the requester to get copied by a professional or the commissioner's office may get copying done with associated fees.

Requests for information must be specific and clearly stated. Members of the public may submit public comment to the commissioner's office at any time, requests for information are not the appropriate forum for comment. Any request which requires staff or commissioners to discern the requester's objective will be returned for clarification. Requests which clearly identify documents or information will be processed as quickly as possible. When identifying information or processes being requested, the information must be a singularly definable concept and not derivative in any way. For example: Requesting "all documentation related to the county's roads policy" is singular and easily defined (if quite broad). However, a request such as, "Commissioner Johnson said option A was better than option B, please provide documentation to substantiate this" is not a sufficient description of the requested information and will be returned to the requester for clarification.